

Check	Planning the Drive	Date
• Getting Started (10 to 8 weeks before the drive)		
_____	Set Goal for Number of Donations	_____
_____	Secure Date & Time of Drive	_____
_____	Select Appropriate Blood Drive Location/Site	_____
_____	Obtain Internal Approvals	_____
• Building a Winning Team (8 to 4 weeks before the drive)		
_____	Sign Up Volunteers to Help Recruit Donors	_____
_____	Assign Specific Roles	_____
_____	Plan to Educate & Motivate Your Team	_____
• Kick-off Meeting (8 to 4 weeks before the drive)		
_____	Educate & Motivate Your Team	_____
_____	Plan Communications & Publicity for the Drive	_____
_____	Distribute ASBPO Materials	_____
• Recruiting & Scheduling Donors (4 to 3 weeks before the drive)		
_____	Publicize the Drive	_____
_____	Assign Recruitment Goals	_____
_____	Ask Donors Face to Face to Schedule an Appointment	_____
_____	Use Master Schedule for Appointments	_____
_____	Confirm Donor Appointments (1 week before)	_____
• Final Countdown (3-1 day before the Day of Drive)		
_____	Check Site Arrangements/Parking	_____
_____	Confirm Donor Appointments are Sufficient for Goal	_____
_____	Remind Donors About Their Appointments	_____
_____	Reconfirm Day of Drive Volunteers	_____
_____	Coordinate with Blood Donor Recruiter	_____
• Day of Drive		
_____	Greet Donor Center Staff/Review Master Schedule	_____
_____	Provide Point of Contact for Donor Center Staff	_____
_____	Post Directional Arrows & Posters	_____
_____	Remind Donors/Contact No-Shows	_____
_____	Post Date of Next Blood Drive	_____
• Congratulations & Recognition (1 to 2 weeks after the drive)		
_____	Post Results	_____
_____	Thank Donors	_____
_____	Recognize & Thank Blood Drive Team	_____
_____	Confirm/Book Date of Next Blood Drive	_____

Resources:

Webpage specifically for UBC:

<http://wpmc1.wpafb.af.mil/ubc>

Donor Center Appointment webpage:

<http://wpmc1.wpafb.af.mil/BloodDonorCal/>

Other informative sites:

www.militaryblood.dod.mil

Important Phone Numbers:

Blood Donor Recruiter: (937) 257-1038

Blood Donor Center: (937) 257-0580